



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University, Katra  
Sub Post Office-182320, J&K

No. SMVDU/Adm/Estt./21/151

Dated: 15<sup>th</sup> April 2021

**CIRCULAR**

**Sub: Steps taken by the University in view of surge in COVID 2019 cases**

As recommended in the meeting of Deans of Faculties, Heads of Schools and other concerned Senior functionaries, held today under the Chairmanship of Hon'ble Vice Chancellor and as approved by the Competent Authority, w.r.t the steps to be taken by the University in view of a surge in the number of COVID cases in J&K; it is notified for the information of all concerned that:

1. Sampling/testing shall be extended to all the employees of the university who commute on daily basis, including all outsourced staff.
2. Henceforth, all theory and lab classes shall be held in on-line mode only, till further orders.
3. Conduct of Final Year Project/Dissertation work/Thesis work in the labs shall also be suspended till further orders and the students and their guides may also use the on-line mechanism.
4. The students residing in the hostel may be allowed to leave for their home, if they so desire, after submission of copy of GATE PASS signed by Warden at the Gate. However, they should ensure that they carry with them all the study material/laptop etc. which they may require for smooth conduct of academic work in on-line mode. Such students shall be allowed back on the campus only when the University, after gauging the circumstance, announces recall of the students to the campus.

In case a student desires to stay back in the hostel and attend the on-line class from the hostel, she/he may do so and mess facilities shall continue for such students. However, the student will be required to scrupulously follow all the SoPs laid down by the university/government from time to time.

5. The faculty members shall conduct their Classes, Labs, guidance of project/dissertation/thesis work, in on-line mode from their office as per the notified Time Table. The edited recording of the on-line class shall be uploaded by the faculty members on the LMS for ease of the students.
6. The Heads of Schools shall obtain feedback from the students, on regular basis, regarding the conduct of classwork/lab-work and submit a report on bi-weekly basis to Dean (AA). Dean (AA) shall also work out a feedback mechanism with Director (DQA) for obtaining feedback on the academic process from the students.
7. The following shall be the policy regarding the attendance of the various staff members:

| Sr. | Staff Members  | Working Pattern and Attendance  |
|-----|--|---|
| 1.  | Deans, Heads of Schools, Faculty, Statutory Officers, Administrative Officer, Section Heads, Deputy Registrars, Assistant Registrars, Section Officers or equivalent (All staff in GP of Rs. 4600/-) | Normal regular working with non-contact biometric attendance                |
| 2.  | Staff below GP of Rs. 4600/-   | All Heads of School shall draw a duty roster of all staff (technical & non- |

|   |   |  |
|---|---|--|
|   |   | <p>technical) to ensure that at-least 50% of staff attends office on a given working day and marks their attendance in non-contact biometric mode. The balance staff on that day shall work from home and shall do assigned duties on telephone, email etc.</p> <p>The above arrangement shall be made such that no employee will work from home for more than 01 consecutive working day.</p> |
| 3 | All Designated Essential Services including Medical Centre, Network Centre, Guest House, Engineering, Security, Housekeeping etc. | Normal regular working with non-contact biometric attendance   |

8. In case a faculty/staff member proceeds on a visit outside the UT of J&K then they will be required to submit RT-PCR Negative report (of test conducted at-least 72 hours before arrival) before entering the campus. In case the said faculty/staff member resides on the campus, then they shall be required to follow home quarantine for a week. In case the faculty/staff member observes covid symptoms in himself/herself or immediate family, then she/he will be required to report the same to Registrar for further orders.
9. The sanitization of offices shall continue to be performed regularly, as per the laid down procedure.
10. A periodic review of the above-mentioned mechanism shall be done depending upon the status of the pandemic and the orders issued by government, and the methodology shall be amended accordingly, if so needed.
11. All Heads of Schools / Section Heads shall draw a Roster on fortnightly basis for their respective staff and submit the same to Establishment wing. The roster for the next fortnight must be sent to Establishment Wing latest by 4:00 p.m. on 16<sup>th</sup> April 2021.

This issues with the approval of the Competent Authority.

  
15/04/21  
Registrar  
2

Copy to:

1. All Deans/Heads of Schools/Section Heads, for information and circulation among all Faculty, Staff and Students, for strict compliance.
2. DoSW/Associate DoSW[Boys & Girls], for information and circulation among all students for information and strict compliance.
3. PS to VC for kind information of the Hon'ble Vice Chancellor.
4. Faculty I/c. Website, for uploading the same on the University Website.
5. Concerned File.